**Summary of the NIEA Board Meeting**

**3 May 2022, via Webex Video Conference**

Members in Attendance:

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| Paul Donnelly | Acting Chief Executive, NIEA (Chair) |
| Helen Anderson | Director of Natural Environment Division, NIEA |
| Richard Crowe | Director of Resource Efficiency Division, NIEA |
| Paul Douglas | Non-Executive Board Member |

Other Attendees:

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| Marcus McAuley | Acting Director Strategic Planning & Change Division, NIEA |
| Stephen Norrie | NIEA Board Secretariat |
| Charles Barnett | Head of Finance, Business Support Team (NIEA) |
| Philip Walker | Accountant, Business Support Team (NIEA) |
| Charlotte Stewart | Head of Governance and Corporate Services, Business Support Team, NIEA |
| Jacqui Girvan | NICS HR – DAERA Business Partner, DoF |
| Kerry Anderson | Head of Water Management Unit, Resource Efficiency Division ( attended for agenda item – 3rd Cycle River Basin Management Plans ) |

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|  |  | **Action** |
| **1** | **Apologies and Conflicts of Interest**No apologies and no new conflicts of interest were recorded.Paul Donnelly introduced Charles Barnett, the new Head of Finance, Business Support Team, to the Board. Paul expressed the Boards gratitude to Philip Walker for his advice and continued support to the Board. |  |
| **2** | **Minutes and Matters Arising from Meeting on 5 April 2022**The board agreed the minutes of the meeting held on 5 April 2022 and discussed matters arising.The following action points were carried forward: * Consider how to highlight the impacts of environmental crime to the judiciary. ( Agreed to refer this to NIEA Enforcement Branch )
* Arrange a meeting to discuss DSO legal support in relation to waste sites.
* Check position on Central Procurement Directorate’s progression of procurement in line with business needs.
* A relevant contact from EMFG policy team to be provided to Martin McKendry (CAFRE).
* Circulate the NIEA Risk Management Group (RMG) Terms of Reference to the RMG for review with responses by 22 April 2022. *Deadline extended to 6 May 2022.* **(Carried Forward)**
 | **Paul Donnelly****Paul Donnelly / Theresa Kearney / John Mills****Paul Donnelly****Dave Foster****Charlotte Stewart** |
| **3** | **HR Monthly Report**Jacqui Girvan updated the board on the latest position in relation to staff in post, recruitment competitions, filling of approved vacancies, temporary promotions, agency staff, performance management, absence management, learning and development and New Ways of Working. The board noted the latest position.Marcus McAuley expressed thanks to Jacqui for the continued work with his Team particularly with respect to vacancy management and workforce planning. Marcus noted that due to the current focus on General Service competitions the Agency continues to rely on Temporary Promotions to cover more specialist post vacancies. Paul Donnelly expressed the Board’s thanks to Jacqui, HR and NIEA colleagues for the continued efforts in relation to vacancy management and noted the fluid position in relation to the filling of vacancies. A note of caution was also expressed that future potential downward pressure on budgets may have an impact.The following action point was agreed:* Further details to be sent to Paul Donnelly on non-compliance with respect to not started / in progress Performance reports

  | **Jacqui Girvan** |
| **4** | **Finance and Corporate Governance**The board discussed the various issues arising from the finance and corporate governance paper and the board: * Noted the provisional outturn position for both Resource DEL and Capital DEL for 2021-22;
* Noted the current position in relation to the Budget 2022-25 process;
* Notedthe update relating to the NIEA Annual Report and Accounts 2021-22;
* Noted the current position relating to the relevant risk registers;
* Noted the current position relating to progress of DAERA 2021/22 Business Targets and NIEA 2021/22 Group Targets;
* Notedthe Workforce Planning update;
* Notedthe update on the Klondyke Building Premises & Klondyke Daily Attendance;
* Notedthe update on Training and Environmental Economists;
* Noted the purpose of the Board (Annex H).

Philip Walker advised the Board of excellent results of NIEA 2021-22 provisional outturn. The Board expressed thanks for all the engagement and speedy turnaround in relation to financial processing at the end of the financial year. Paul Donnelly also congratulated Philip and his Team for all their work throughout the year.Philip Walker advised that budget bilateral meetings have been held and that indications are that this year June Monitoring will be internal only. The Board discussed the potential impact of internal June monitoring on delivery of outcomes in relation to Green Growth work area.The following action point was agreed:* Meeting to be arranged with Arran Wright with respect to Green Growth Funding

Final 2021-22 Audit Report due with Audit office in May and Charles Barnett requested support from Directors for any requests for information and sign-off with respect to the draft report. The Board noted the request and content.Charlotte Stewart reminded the Board that the Risk Management Group Terms of Reference had been circulated and requested any further responses be returned by 6 May 2022. Charlotte advised that 2022-23 DAERA Business Plan targets had been accepted.Charlotte advised that staff were using the Klondyke building for meetings and that work done by the premises team was very successful. The Training Plan had been issued and returns requested. The DP Environmental Economist post Candidate Information Booklet currently with Trade Union Side and it is hoped the competition will launch in the near future. Marcus McAuley advised the Board that the NIEA Business Plan will roll over into 2022-23 and necessary governance arrangements will be put in place in due course. Paul Donnelly expressed thanks to all staff involved in the Annual Report and Accounts and Business Planning for providing good reassurance to the Board. | **Paul Donnelly** |
| **5** | **Covid 19 Update** Paul Donnelly updated the board on issues being dealt with by NIEA in response to the ongoing Covid-19 situation. Paul Donnelly advised that the working from home when you can policy remains in place and passed on best wishes to any staff currently suffering from Covid-19. |  |
| **6** | **3rd Cycle River Basin Management Plans**Paul Donnelly welcomed Kerry Anderson to the meeting for this agenda item. Richard Crowe presented the paper to the Board. The paper was to update the Board on the implementation of the Programme of Measures of the 3rd cycle river basin management plan, including challenges to achieving improvements in water body status by 2027.The Board discussed roles and responsibilities of NIEA, EMFG and DAERA colleagues. It was noted that implementation is a challenge and that NIEA cannot achieve delivery alone. Cooperation with other groups is key to influence delivery and it was agreed that strategic links between water quality and nature conservation work areas is also key. Kerry Anderson advised that WMU staff are actively working with AFBI on modelling land use.The Board noted the challenges in implementing the Programme of Measures for the 3rd Cycle River Basin Management Plans and achieving improvements in water body status by 2027.The following action point was agreed:* Meeting to be arranged to discuss future approach to joined-up operational / policy working with respect to delivery of outcomes.
 | **Paul Donnelly / Helen Anderson / Richard Crowe** |
| **7** | **Consultations**The Board noted the Consultations List which was updated in April. |  |
| **8** | **Health & Safety (H&S) Monthly Report**Marcus McAuley presented the H&S update and reminded the Board of its responsibilities with respect to H&S legislation. Marcus advised the Board that he was currently investigating the resourcing of the H&S function and would be discussing the future approach with relevant colleagues, to report back to the Board in due course. The Board noted the position. Marcus McAuley recommended the LINKs H&S training course for Senior Managers. The Board noted the position in the monthly update paper.  |  |
| **9** | **Communications & Staff Engagement**No verbal update given as the meeting ended after agenda item 8 due to technical problem with Webex. Update issued via correspondence.  |  |
| **10** | **Papers for Future NIEA Board Meetings**Update handled via correspondence. |  |
| **11** | **AOB**None discussed. |  |